

IALS Library Document Delivery Service

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General Order Form

Separate specific Copyright Declaration order forms are available and must be used to order items for:

- the purposes of parliamentary or judicial proceedings, or
- research for a non-commercial purpose or private study

This General Order Form should not be used to order items that fall in to either of the categories above.

The requested item(s) will be produced and supplied by the Institute of Advanced Legal Studies in accordance with our standard Conditions of Service, see <https://ials.sas.ac.uk/library/library-services/document-delivery/document-delivery-service-subscribing-practitioners-0>. We will aim to deliver items ordered before 1pm the same day.

(name of subscribing organisation, in **CAPITALS**)

(membership no)

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1. I hereby request you to supply me with a copy of the following item(s): (if necessary, continue on a separate sheet)

	Details
1.	
2.	

The cost of your order can be calculated very easily using our all-inclusive flat fee pricing structure, see <https://ials.sas.ac.uk/library/library-services/document-delivery/document-delivery-service-subscribing-practitioners-3>. Please tick here if you would like IALS to provide a cost estimate before processing this order.

Items will be dispatched by email unless specified otherwise below:

- | | |
|------------------------------------|---|
| - Fax <input type="checkbox"/> | - Post (First Class / Airmail) <input type="checkbox"/> |
| - Courier <input type="checkbox"/> | - Collect <input type="checkbox"/> |

Email (in CAPS)	
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Full Name (in **CAPITALS**)

Position Matter/Client Ref

Tel Fax

Business Address

Signature **Date**